

Schedule 15

COUNTY SHERIFFS

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

REQUEST FOR APPROVAL OF
RECORDS RETENTION & DISPOSITION SCHEDULE

SCHEDULE NUMBER	15
AGENCY, BOARD OR COMMISSION	COUNTY SHERIFFS
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of September 3, 1982	

TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA

PART I — AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE <i>Richard L. Scott</i>	
TITLE <i>Executive Director</i>	DATE <i>August 25, 1988</i>

PART II — ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE <i>Andrea I. Paul</i>	Asst - STATE ARCHIVIST	DATE <i>8/26/88</i>
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PART III — APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE <i>Ralph Englebert</i>	ADMINISTRATOR	DATE <i>9-2-88</i>
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INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of records, regardless of the media on which they reside. Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This schedule, along with the unique schedule written specifically for records unique to your office, approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 15 –COUNTY SHERIFFS

15-1 INMATE RECORDS

15-1-1 ADULT INMATE FILES

Records relating to prisoners who have been processed by the county sheriff. May include Nebraska Admission and Release Record, state and F.B.I. criminal history arrest records, mug shots, charges filed, progress reports, interview record, final disposition of case, etc.

FELONY CASES: **ORIGINAL RECORD:** Dispose of after 50 years; OR, microfilm and destroy originals. Inmate Files may be destroyed after 5 years if the file is a notation of a record maintained in another office.

SECURITY MICROFILM: Transfer to security storage; dispose of after 50 years.

MICROFILM WORK COPY: Dispose of after 50 years.

MISDEMEANOR CASES: **ORIGINAL RECORD:** Dispose of after 25 years; OR, microfilm and destroy originals. Inmate Files may be destroyed after 5 years if the file is a notation of a record maintained in another office.

SECURITY MICROFILM: Transfer to security storage; dispose of after 25 years.

MICROFILM WORK COPY: Dispose of after 25 years.

15-1-2 JUVENILE INMATE FILES

May include Nebraska Admission and Release Record, state and FBI criminal history arrest record, mug shots, charges filed, progress reports, interview record, final disposition of case, etc.

Dispose of 5 years after juvenile reaches the age of majority (age 19); if juvenile was tried and convicted as an adult, transfer to Adult Inmate File upon reaching the age of majority.

15-1-3 PRINT CLASSIFICATION, NAME AND NUMBER INDEX

Index cards listing name, charge and number of the case file where related papers are found; some include a description of the accused.

ADULT FELONY CASES: ORIGINAL RECORD: Dispose of after 50 years; OR, microfilm and destroy originals, subject to review by the State Archivist before disposal.

SECURITY MICROFILM: Transfer to security storage; dispose of after 50 years.

MICROFILM WORK COPY: Dispose of after 50 years.

ADULT MISDEMEANOR CASES: ORIGINAL RECORD: Dispose of after 25 years; OR, microfilm and destroy originals, subject to review by the State Archivist before disposal.

SECURITY MICROFILM: Transfer to security storage; dispose of after 25 years.

MICROFILM WORK COPY: Dispose of after 25 years.

JUVENILE CASES: Dispose of 5 years after juvenile reaches the age of majority (age 19); if juvenile was tried and convicted as an adult, dispose of pursuant to adult offense retention.

15-1-4 CELL CHECKS AND INMATE COUNTS

Documentation of inmates viewed and counted.

Dispose of after 5 years.

15-1-5 DISCHARGED PRISONERS, RECORD OF

Cards showing the discharge of prisoners from the county jail upon receipt of payment of fines or conclusion of sentence.

Dispose of after 5 years.

15-1-6 FINGERPRINT FILES

Cards providing the name of an offender, fingerprints, mug shots, vital statistics, etc. Copies are forwarded to State Patrol and F.B.I. in felony cases.

FELONY CASES: Dispose of after 20 years; if more than one file on same inmate, dispose of 1 year after replacement.

MISDEMEANOR CASES: Dispose of after 10 years; if more than one file on same inmate, dispose of 1 year after replacement.

15-1-7 FOOD SERVICE LOGS

Summary of the daily meals (diet) served to inmates.

Dispose of after 5 years.

15-1-8 JAIL INCIDENT REPORTS

Reports compiled daily by jail personnel on any incidents which may have occurred on that shift.

Dispose of after 5 years.

15-1-9 JAIL REGISTERS

Registers showing names of prisoners, dates of commitment, personal effects, disposition of cases, etc.

ORIGINAL RECORD: Dispose of 25 years after last entry; OR, microfilm and destroy originals, subject to review by the State Archivist before disposal.

SECURITY MICROFILM: Transfer to security storage; dispose of after 25 years.

MICROFILM WORK COPY: Dispose of after 25 years.

15-1-10 JAIL REPORT, SHERIFF'S

Annual report filed with the district or county court giving reasons for inmates' commitments, dates, number of prisoners, etc.

Dispose of after 2 years, subject to review by the State Archivist before disposal.

15-1-11 JAIL STANDARDS BOARD REQUIRED RECORDS

The following records may be found in the Inmate File or filed separately:

- Custody Authorization
 - Grievances
 - Incident and Discipline Report
 - Inmate Account Sheet
 - Inmate Medical Clearance Report
 - Inmate Property Inventory
 - Inmate Request Form
 - Medical Receiving Screening
 - Medical Record and Treatment
 - Record of Restraint
- and other records not specifically listed here.

Dispose of 5 years after release of inmate.

15-1-12 PENITENTIARY "DRESS OUT" PICTURES

Photos of inmates taken upon their release from the state penitentiary.

Dispose of after 5 years.

15-1-13 PRISONER REQUEST RECORDS

Written requests for commissary items, medical, legal or clerical services and action taken by officer.

Dispose of 5 years after release of inmate.

15-1-14 PROPERTY DELIVERY RECORDS

Record of items delivered to the inmate, such as commissary items, merchandise and/or clothing.

Dispose of 5 years after release of inmate.

15-1-15 TELEPHONE LOG, INMATE

Record of inmates' phone calls.

Dispose of after 5 years.

15-1-16 VISITORS REGISTER

Passes, notes, etc., allowing visitors access to inmates.

Dispose of after 5 years.

15-1-17 WORK RELEASE RECORDS

Information on inmates in work release programs, their employers, etc. May include an application, acknowledgements and authorization forms.

Dispose of after 5 years.

15-2 FISCAL RECORDS

15-2-1 CASH BOOKS

Cash books showing fees collected and cash paid out by the sheriff's office.

Dispose of after 5 years provided audit has been completed.¹

15-2-2 FEE RECORDS: CIVIL, CRIMINAL AND FOREIGN

A record of fees collected by the county sheriff for serving warrants, subpoenas, summons, notices of delinquent taxes, orders, etc. May list names of plaintiff and defendant, court involved, case number, dates, fees, mileage, attorneys, etc. The "foreign" fee records are used to record fees collected for services performed by the county sheriff for outside agencies.

Dispose of after 5 years provided audit has been completed.¹

15-3 INTERNAL RECORDS

15-3-1 PATROL, ACTIVITY AND RADIO LOGS

Log shows mileage driven and other pertinent information of activity in the discharge of county business by the sheriff's office. Includes recording tapes or transcripts of radio traffic logs.

Dispose of after 1 year provided audit has been completed.¹

15-3-2 RECORD DISSEMINATION LOG

Entries and reports about agencies and individuals inquiring about inmate records. Fees may be collected. Information required by Section 84-712.03 et. seq., R.R.S. 1943.

Dispose of after 5 years provided audit has been completed.¹

NEGATIVE RESPONSES: Dispose of after 2 years.

15-3-3 "SHAKEDOWN" RECORDS

Reports of routine "shakedowns" usually of motor vehicles conducted by the county sheriff's office. This information is duplicated and the record sent to the county attorney.

Dispose of after 1 year.

15-3-4 TELEPHONE LOG

Dispose of after 5 years.

15-3-5 VEHICLE LOGS, DUTY

Mileage, gallons of fuel used, maintenance records and other official duty motor vehicle records.

Dispose of after vehicle has been sold, traded or otherwise replaced.

15-4 REPORTS

15-4-1 ACCIDENT REPORT INDEX

An alphabetical name index to location of accident reports.

Dispose of after 5 years.

15-4-2 ACCIDENT REPORTS

Reports of accidents investigated by the county sheriff.

Dispose of after 5 years.

15-4-3 ANNUAL AND STATE REPORTS

Copy of the Annual Report to county clerk.

Dispose of when no further reference value to the Department.

15-4-4 CASE FILE REPORTS

These are similar to the Offense Reports except they contain supplementary information as a result of subsequent investigations. May be called UCR's (Uniform Crime Reports) if copy is sent to various courts or FBI. Includes child abuse investigations.

Dispose of after 5 years.

15-4-5 COMPUTER REPORTS - INTERNAL

Computer reports for in-office administrative decision making such as: RB and Arrest Exception Report, RB Daily Audit, Confidential Law Enforcement Audit, Criminal Justice Exception Report, Warrant Exception Report and others not specifically listed here.

PERIODIC REPORTS: Dispose of when superseded.

TAPE: Dispose of when superseded.

ONE TIME ONLY REPORTS: Dispose of after 3 years.

TAPE: Dispose of after 3 years.

15-4-6 CORONER'S REPORTS

Information regarding deaths within the county which were investigated by the sheriff's office. Listed are names, dates, address, next of kin, report of examination of body, etc.

Dispose of after 5 years, subject to review by the State Archivist before disposal.

15-4-7 DISPATCH CARDS

Computer input data cards filled out by the dispatcher with time of call, complaint description or number, arrival and departure times of responding officers, who took the call, what respondents did on the call and any follow-up action taken.

Dispose of after 5 years.

TAPE: Dispose of when superseded.

15-4-8 FIRE MARSHAL REPORTS

Copies of investigations reports done by the fire marshal's office on cases of possible arson.

Dispose of after 10 years.

15-4-9 OFFENSE REPORT INDEX

Alphabetical card index to location of offense reports. May be in electronically stored medium.

Dispose of 5 years after case is closed or when removed from NCIC, whichever applies.

TAPE: Dispose of after 5 years.

15-4-10 OFFENSE REPORTS

Reports showing name of complainant, address, type of offense, the location and detailed description. May be in electronically stored medium.

Dispose of 5 years after case is closed or when removed from NCIC, whichever applies.

TAPE: Dispose of after 5 years.

15-4-11 PHOTOGRAPHS IN REPORTS

Dispose of after 5 years.

15-4-12 PROPERTY AND PROPERTY REPORTS

Reports on stolen or confiscated property. May include items of evidence not submitted to court and other property.

EVIDENCE ITEMS: Transfer to appropriate court in receipt of a letter of transmittal. Allegedly stolen items may be returned to the owner pursuant to Section 28-511.01, R.R.S. 1943.

OTHER PROPERTY: Dispose of after case is closed or when no longer of legal value.

PROPERTY REPORTS: Dispose of after 5 years.

15-4-13 UNUSUAL CIRCUMSTANCE REPORT

May be index card or form filled out by patrol on unusual situations, persons or cars.

Dispose of after 90 days.

15-5 MOTOR VEHICLE RECORDS

15-5-1 MOTOR VEHICLE IDENTIFICATION STATEMENT

Inspection of out-state vehicles before being titled in Nebraska. Information includes name of applicant, address, city and state, odometer number, previous owner, inspecting officer, vehicle description, etc.

Dispose of after 2 years provided audit has been completed.¹

15-5-2 MOTOR VEHICLE RECORDS

Includes duplicate copies of any vehicle (motor, trailer, mobile home, etc.) registrations, titles, etc., court writ (either criminal or civil), and other records in which the original is maintained by another office.

Dispose of after 2 years.

15-5-3 TOW-IN RECORDS

Record of vehicles towed in for various violations; includes name of the owner, description of vehicle, location from which towed, date, etc.

Dispose of after 1 year.

15-6 WARRANT RECORDS

15-6-1 ACTIVE WARRANT INDEX

Cards listing name, charge for which individual is wanted, and code number of file where the warrant is to be found. Even though a warrant may be several years old, it is considered active until served or dismissed.

Retain each card until warrant is served or dismissed, then transfer to INACTIVE WARRANT INDEX.

15-6-2 INACTIVE WARRANT INDEX

Cards showing name, charge for which warrant was issued, disposition of case, date, and warrant number. These are warrants which have been served but may have later reference value.

Dispose of after 5 years.

15-6-3 EXECUTED FUGITIVE WARRANTS

Inactive file of processed fugitive warrants.

Return to court of record after action taken.

15-6-4 UNEXECUTED FELONY, FUGITIVE AND MISDEMEANOR WARRANTS

These are unexecuted warrants for the arrest of individuals charged with the above offenses. Listed are the offense, place from which the warrant was issued, warrant number and date.

Return to court of record after dismissed by the county attorney.

15-6-5 MITTIMUS AND MENTAL WARRANTS

Mittimus warrants are orders to commit an individual to the county jail; mental warrants are orders to commit an individual to the mental hospital.

MITTIMUS: Return to court of record after action taken.

MENTAL: Return to Mental Health Board after action taken.

15-6-6 SHERIFF'S DISTRESS WARRANTS

Copies of distress warrants served by the sheriff for collection of delinquent taxes.

Dispose of after 5 years provided audit has been completed.¹

15-7 MISCELLANEOUS RECORDS

15-7-1 COMPLAINT FILES

Cards showing name of complainant, address, nature of complaint and date.

Dispose of after 5 years.

15-7-2 EXECUTION AND REPLEVIN

Court issued order to secure personal property on judgement. May include bill of sale, name of purchaser, bid order and bidders, monies received, etc.

ORIGINAL RECORD: Return to court of record after action taken.

OTHER COPIES: Dispose of when no further value to the Department.

15-7-3 LIQUOR LICENSE FILES

Includes applications and any reports on businesses outside city limits and within county jurisdiction.

Dispose of 2 years after license is superseded.

15-7-4 ORDER OF SALE

Court issued order for sale of real estate. May include foreclosure, advertising, name of purchaser, bid order and bidders, monies received, confirmation of deed, bill of sale, etc.

ORIGINAL RECORD: Return to court of record after action taken.

OTHER COPIES: Dispose of when no further value to the Department.

15-7-5 SERVICE INFORMATION CARD

Information regarding the service process of criminal and civil actions. Data includes type of service, date, price, time, whom serviced, deputy number, etc.

Dispose of after 2 years.

15-7-6 SUMMONS, SUBPOENAS AND GOVERNOR'S WARRANTS

May include some case file papers.

Return to court of record after action taken.

15-7-7 UNIFORM CITATION AND COMPLAINTS

Tickets issued by the Sheriff's Department. Unpaid tickets cause warrants to be issued by the appropriate court. Innocent pleas cause Case Files to be generated.

Dispose of paid or completed tickets after 3 years.

NOTE

1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete. For records retention purposes only, the issuance of an audit waiver (or an Unaudited Financial Statement for villages) by the Auditor of Public Accounts shall take the place of an actual audit.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal size	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load	50 cubic feet